FSA

eZ-Audit
Use-Case Specification 30: Quality Control

Version 2.3

Revision History

Date	Version	Description	Author
May 20, 2003	1.0	Initial version created to incorporate requirements for Release 1.01	Melanie Greiner
June 3, 2003	1.1	Revised for final Release 1.01 design approval	Melanie Greiner
January 16, 2004	2.0	Revised for Release 2.0 requirements regarding School Group Submission routing	Ben Lopez
January 22, 2004	2.1	Revised for Release 2.0 requirements regarding Incomplete Submissions. Added Alternate Flows, Special Requirements, and Post-Conditions. Changed Basic Flow to reflect new list boxes and bottom of QC pages.	Ben Lopez
January 23, 2004	2.2	Revised to reflect the Workflow requirements contained in Release 2.0	Kevin Rowland
January 23, 2004	2.3	Revised to reflect QC requirements of R2.0	Ben Lopez

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Use-Case Specification 30: Quality Control

1.   Quality Control

1.1   Brief Description

When an institution creates a submission, the eZ-Audit system will route this submission to the Quality Control (QC) queue. The purpose of this Use Case is to outline the process by which a QC User will review submissions.

2.   Flow of Events

2.1   Basic Flow

1) QC actor logs into the system
The System verifies the User's role of "QC" through the Login Process. See Extension Point - Use Case 3 "Login to System" for details of the Login Process.

2) System presents the QC Home Page with "Pending Review" Queue
The system presents a queue to the QC Actor containing all submissions sorted by flagged/findings submissions first, listed from oldest to newest. The QC queue will display 25 records per page. The exceptions, Waiver Requests and Changes in Fiscal Year end will automatically be routed to the Co-Team Leader Queue. For each institution record appearing in the queue, the following data is displayed:
- Institution Name
- OPEID
- Fiscal Year End
- Date of Submission
- Resolution Due Date
- Submission Type
- Submission Status

At the top of the page, there are navigation options available to access "eZ-Audit Home," "My Profile", "Search", "Reports," and "Logout." See Extension Point – Use Case 4 "Maintain User Profile, Use Case 7 "Query," Use Case 8 – "Reporting," and Use Case 27 – "Logout" for details on these functions.

3) QC actor selects to review the submission
The QC actor selects to review the submission by clicking on the Institution Name link for the Financial Statement record they wish to review.

4) System presents the Financial Statement QC page
The Financial Statement QC page is presented. The left nav provides links to:
- Submission Summary
- Financial Statements
- Program & Audit Info
- Completeness Checklist
- View Attachments

- Financial Statement QC Review
- Compliance Audit QC Review

- Correspondence Log
- Notes

The Financial Statement QC page contains the following sections and fields: (selections may be made using radio buttons)

School Name & OPEID (pre-populated, read-only)

Validate PDF
1. Are all attached PDFs viewable?   Yes   No
   If no, which are not viewable?
   (User may select more than one)
        List Box with field labels, Add (button)

Submission Quality
1. Were the Financial Statement questions answered correctly?Yes   No
   If no, which questions were incorrect? (User may select more than one)
        List Box with field labels, Add (button)
 Notes field (text box)

Validate Checklist/PDF
1. Does the Checklist contain valid answers?   Yes   No
   If no, which questions were invalid? (User may select more than one)
        List Box with field labels, Add (button)
2. Are all required documents attached?   Yes   No
   If no, which attachments are missing? (User may select more than one)
        List Box with field labels [SEE NEW R2.0 VALUES IN SPECIAL REQUIREMENTS], Add
(button)
3. Are all required attachments properly presented?   Yes   No
   If no, which attachments are not presented properly? (User may select more than one)
        List Box with field labels, [SEE NEW R2.0 VALUES IN SPECIAL REQUIREMENTS]Add
(button)
Notes field (text box)

Data Entry Analysis   *Discrepancy*
1. Balance Sheet/Statement of Position
        Data Entry   List Box with field labels, Add (button)
        Misclassification/Treatment   List Box with field labels, Add (button)
2. Income Statement/Statement of Activities
        Data Entry   List Box with field labels, Add (button)
        Misclassification/Treatment   List Box with field labels, Add (button)
3. Cash Flow
        Data Entry   List Box with field labels, Add (button)
        Misclassification/Treatment   List Box with field labels, Add (button)
Notes field (text box)

Complete Score Calculation
Link to Score Calculation worksheets (not required for flagged submissions)

Decision/Outcome
- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)

- Completeness Status (QC User determination)   Complete (radio button) Incomplete (radio button)
- Referral to Case (only applicable if Complete and Non-Flagged   Select a Reason (Dropdown box)
- Notes (text box)

QC User has the option to Save and the option to Submit

QC Reviewers
Last Mod By-   Financial Statement: Analyst, Date Stamp (automatically updated upon save)
Compliance Audit: Analyst, Date Stamp (automatically updated upon save)

5) QC User completes QC page
QC User completes all sections of their QC page as outlined in step #4 above. QC User completes all sections of their QC page as outlined in step #4 above. When a User makes a selection/selections in the List Boxes and clicks the "Add" button, a list of selected fields will display to the right of the button.

6) QC User saves the completed QC Review
QC User selects the "Save" button.

7) System returns a Complete or Incomplete determination
System refreshes the page and returns a Complete or Incomplete determination for the "eZ-Audit recommended decision" field in the Decision/Outcome section (Special Requirement 3.2). New fields are displayed below the "System Flag" field:

- Completeness Status: (QC User determination) Complete or Incomplete (radio buttons)
- Referral to Case (drop-down box)
  (only applicable if complete and non-flagged)
    Unaudited Financial Statements (under $300,000_
    Income recognition/deferral
    Refunds miscalculated (80% and above)
    90/10
    Composite score change
Notes field (text box)

QC User has the option to Save or Submit

8) QC User Completes Decision/Outcome section
QC User completes the newly displayed "Completeness Status" and "Referral to Case" (if applicable) fields in the Decision/Outcome section.

9) QC User selects Save or Submit function

2.2   Alternative Flows

2.2.1   *Compliance Audit QC Review*
Steps 1 & 2 are the same as the Basic Flow

3) QC actor selects to review the submission
The QC actor selects to review the submission by clicking on the Institution Name link for the Compliance

Audit record they wish to review.

4) System presents the Compliance Audit QC page
The Compliance Audit QC page is presented. The left nav provides links to:
- Submission Summary
- Financial Statements
- Program & Audit Info
- Completeness Checklist
- View Attachments

- Financial Statement QC Review
- Compliance Audit QC Review

- Correspondence Log
- Notes

The Compliance Audit QC page contains the following text and fields: (selections may be made using radio buttons)

School Name & OPEID (pre-populated, read-only)

Validate PDF
1. Are all attached PDFs viewable?   Yes   No
   If no, which are not viewable?
   (User may select more than one)
        List Box with field labels, Add (button)

Submission Quality
1. Were the Compliance Audit questions answered correctly?   Yes   No
   If no, which questions were incorrect? (User may select more than one)
        List Box with field labels, Add (button)
Notes field (text box)

Validate Checklist/PDF
1. Does the Checklist contain valid answers?   Yes   No
   If no, which questions were invalid? (User may select more than one)
        List Box with field labels, Add (button)
2. Are all required documents attached?   Yes   No
   If no, which attachments are missing? (User may select more than one)
        List Box with field labels, [SEE NEW R2.0 VALUES IN SPECIAL REQUIREMENTS] Add
(button)
3. Are all required attachments properly presented?   Yes   No
   If no, which attachments are not presented properly? (User may select more than one)
        List Box with field labels, [SEE NEW R2.0 VALUES IN SPECIAL REQUIREMENTS] Add
(button)
Notes field (text box)

Comments (To display on Incomplete Letter)
        (text box)

Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination)   Complete (radio button) Incomplete (radio button)
- Referral to Case (only applicable if Complete and Non-Flagged   Select a Reason (Dropdown box)
- Notes (text box)

QC User has the option to Save and the option to Submit

QC Reviewers
    Last Mod By-   Financial Statement: Analyst, Date Stamp (automatically updated upon save)
                         Compliance Audit: Analyst, Date Stamp (automatically updated upon save)

5) QC User completes QC page
QC User completes all sections of their QC page as outlined in step #4 above. When a User makes a selection/selections in the List Boxes and clicks the "Add" button, a list of selected fields will display to the right of the button.

6) QC User saves the completed QC Review
QC User selects the "Save" button.

7) System returns a Complete or Incomplete determination
System refreshes the page and returns a Complete or Incomplete determination for the "eZ-Audit recommended decision" field in the Decision/Outcome section (Special Requirement 3.2). New fields are displayed below the "System Flag" field:

- Completeness Status: (QC User determination) Complete or Incomplete (radio buttons)
- Referral to Case (drop-down box)
    (only applicable if complete and non-flagged)
                         Unaudited Financial Statements (under $300,000_
                         Income recognition/deferral
                         Refunds miscalculated (80% and above)
                         90/10
                         Composite score change
Notes field (text box)

QC User has the option to Save or Submit

8) QC User Completes Decision/Outcome section
QC User completes the newly displayed "Completeness Status" and "Referral to Case" (if applicable) fields in the Decision/Outcome section.

9) QC User selects Save or Submit function

2.2.2 *Error Message is Displayed*
Upon selecting "Save" (steps 6 and 9) an error message displays. When the User attempts to Save without completing required fields (Special Requirement 3.3), an error message will display in the following format:

    Field: "Field Name" is required and cannot be left blank.

User completes fields and selects Save to continue.

2.2.3 *A Submission is marked "Incomplete" by QC User*

If a Submission is marked "Incomplete" by QC User and clicks Submit at the , the system will create an "Incomplete Letter Report."

1) **Steps leading to Submit are the same from both the Basic Flow and Alternate Flow 2.2.1, except the QC User has marked certain fields Incomplete or has entered data in the Notes of the Incomplete Letter text box.**
2) **QC User is taken to the Incomplete Submission Letter page**

The Incomplete Submission Letter Page is displayed. The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Completeness Checklist
- View Attachments

- Financial Statement QC Review
- Compliance Audit QC Review

- Correspondence Log
- Notes

The Incomplete Submission Letter Page contains the following auto-generated text:

School Name
OPEID, ACN, FYE Date: (pre-populated, read-only)

Link to a "Printer Friendly Version" of the Incomplete Submission Letter
Standard FSA Incomplete letter header (pre-populated)

Current Date (MM/DD/YYYY)
OPE ID:

Institution President Name
President
Institution Name
Institution Address1
Institution Address2
City, State, Zip Code

"Dear [President Surname]

We have received your financial statements and compliance audit (audit) submission for fiscal year ended [MM/DD/YYYY School FYE] We have determined that your submission is incomplete for the following reason(s)"

If the QC was for a Financial Statement, or the FS QC has already been completed:

- Financial Statements
- Bullet Points with each field that was marked incomplete on the QC page for FS
- Text that was entered on the QC page in the Comments for Incomplete Submission Letter Text Box

If the QC was for a Compliance Audit, or the CA QC has already been completed:

- Compliance Audit

- Bullet Points with each field that was marked incomplete on the QC page for CA
- Text that was entered on the QC page in the Comments for Incomplete Submission Letter Text Box

Supporting Instructions for the Institution on how to respond and signatures (see Screen Shots)

"By selecting the accept button, the incomplete submission letter will be posted and the school will be notified once both portions of the submission are reviewed."

Accept (button)   Reject (button)

3) QC User selects the "Accept" button
The QC User is returned to the Pending Review Home Page

2.2.3.1 Rejecting the auto-generated Incomplete Submission Letter

If a user wishes to make changes to the Incomplete Submission Letter before sending, he may reject the letter.

1) Steps 1&2 of 2.2.3 are the same

2) QC User selects the "Reject" button
The QC User is returned to either the FS QC page or the CA QC page (depending on which they were reviewing). He may make any changes to the QC report and resubmit to create a new Incomplete Submission Letter.

3. Special Requirements

3.1 Submission Types Other than Annual

3.1.1 *Reinstatement/Initial Application*
QC User will only complete the Financial Statement QC review. The left nav provides links to Submission Summary, Financial Statements, Completeness Checklist, View Attachments, Financial Statement QC Review, Correspondence Log, Notes

3.1.2 *Stub*
Stub QC review will be the same as the Basic Flow and Alternative Flow 2.2.1. QC Users will complete both the Financial Statement QC Review and Compliance Audit QC Review (Special Requirement 3.5)

3.1.3 *Closeout*
QC User will only complete the Compliance Audit QC review. The left nav provides links to Submission Summary, Program & Audit Info, Completeness Checklist, View Attachments, Compliance Audit QC Review, Correspondence Log, Notes.

3.1.4 *Change in Ownership*
QC User will only complete the Financial Statement QC review. The left nav provides links to Submission Summary, Financial Statements, Completeness Checklist, View Attachments, Financial Statement QC Review, Correspondence Log, Notes

3.2 List Box Values
List Box values will be populated based on details provided in Extension Point - Use Case 9 "Create Submission".

3.2.1 *Release 2.0 List Box Values for Validate PDF section*
Financial Statements QC

"Are all attached PDFs viewable?"List Box
- Audited Financial Statements is not viewable.
- Other is not viewable.

"Are all required documents attached?" List Box
- Audited Financial Statement is missing.
- Financial Statement Independent Auditors Report is missing.
- Financial Statement Report on Compliance and Internal Controls is missing.
- Other is missing.

"Are all required attachments properly presented?" List Box
- Financial Statement Independent Auditors Report is not titled.
- Financial Statement Independent Auditors Report is not signed.
- Financial Statement Independent Auditors Report has an improper signature.
- Financial Statement Independent Auditors Report is not dated.
- Financial Statement Independent Auditors Report is not on letterhead.
- Financial Statement Independent Auditors Report does not specify GAGAS.
- Financial Statement Independent Auditors Report does not refer to all Financial Statements.
- Financial Statement Independent Auditors Report does not refer to GAAP.
- Financial Statements Report On Compliance and Internal Controls is not titled.
- Financial Statements Report On Compliance and Internal Controls is not signed.
- Financial Statements Report On Compliance and Internal Controls is not dated.
- Financial Statements Report On Compliance and Internal Controls is not on letterhead.
- Financial Statements Report On Compliance and Internal Controls does not specify GAGAS.
- Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements.

Compliance Audit QC

"Are all required documents attached?" List Box
- Compliance Audit is missing.
- Financial Statements Report On Compliance and Internal Controls is not dated is missing.
- Servicer Information Sheet is missing.
- Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing.
- Schedule of Findings and Questioned Costs is missing.
- Summary Schedules is missing.
- Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing.
- Corrective Action Plan is missing.
- Other is missing.

"Are all attached PDFs viewable?" List Box
- Compliance Audit is not viewable.
- Corrective Action Plan is not viewable.
- Other is not viewable.

"Are all required attachments properly presented" List Box
- Auditor Information Sheet is incomplete.
- Auditor Information Sheet does not properly address enrollment percentages.
- Servicer Information Sheet is incomplete.

- Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete.
- Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed.
- Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature.
- Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated.
- Report on Compliance with specified Requirements Applicable to the FSA Programs not on letterhead.
- Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions.
- Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined.
- Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of Government Auditing Standards.
- Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of attestation standards established by AICPA.
- Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of the appropriate Audit Guide.
- Schedule of Findings and Questioned Costs is incomplete.
- Summary Schedules is incomplete.
- Summary Schedules do not represent the findings.
- Auditor's Comments on Resolution Matters related to prior audit findings is incomplete.
- Corrective Action Plan is incomplete.
- Corrective Action Plan is not signed.
- Corrective Action Plan has an improper signature.
- Corrective action plan is not on school letterhead.

3.3 Required Fields

The following fields are required upon Save:

Financial Statement QC Review
> Initial Save
> - All radio buttons (Yes, No)
> - If No, then applicable text-box
>
> Final Save
> - Completeness Status radio buttons (Complete, Incomplete)
> - Notes field in Decision/Outcome section if user Completeness Status differs from the eZ-Audit recommended decision

Compliance Audit
> Initial Save
> - All radio buttons (Yes, No)
> - If No, then applicable text-box
>
> Final Save
> - Completeness Status radio buttons (Complete, Incomplete)
> - Notes field in Decision/Outcome section if user Completeness Status differs from the eZ-Audit recommended decision

3.3.1 *Release 2.0 Required Fields for Final Save*

If the answer to question 1 "Are all attached PDFs viewable" is no, the system will permit a QC User to submit the QC page without completing the above required fields.

3.4   System Calculated Complete or Incomplete

Upon User selecting "Save" the system will calculate a suggested "Complete" or "Incomplete" outcome. If any question is answered as "No" the system will recommend a determination of "Incomplete". User is required to enter explanation in the notes field if they select a completeness status that differs from the system suggested determination.

3.5   Screened Incomplete Alert

If a User selects "Incomplete" in the "Completeness Status" field, upon Save the system will display a page with text stating "You have deemed this [Financial Statement or Compliance Audit] to be incomplete. By selecting Incomplete, the school will be required to resubmit. The school will be notified once both portions of the submission are reviewed."

- A "Continue" and a "Cancel" option will be presented
- If the User selects "Continue" they will be returned to their Home Page
- If the User selects "Cancel", they will be returned to the QC Review page (FS or CA)

3.6   Resubmit

The system will retain the original values for a resubmission. The resubmission will be treated as a new QC review.

3.6.1   *Resubmit for School Group Submissions*

The system will set both Consolidated and Unconsolidated Group Submissions to Resubmit when ANY of the Locator or Member Institution records are marked "Incomplete" and after all are QC'd. The original values will be retained, and the resubmission will be treated as a new QC review.

3.7   Multiple QC Users

Incoming submissions may appear in the queue of multiple Users designated with the role of QC. Once one QC User reviews a submission, it will leave the "Pending Review" queue (upon page refresh) of any other QCs who also received the submission. If a QC User selects to review an already-reviewed submission before their page is refreshed, the system will display an error message explaining that the submission has already been reviewed. In the case of two QCs selecting to review a submission at the same time, the system will record the time/stamp of the first processed request and display an error message to the other User.

3.8   Complete Review

Each submission will have two separate records in the QC queue (Financial Statements and Compliance Audit). The records can be individually completed and will drop from the queue, but a QC review will not be considered complete until both the Financial Statement and Compliance Audit for a submission have been reviewed. Only then will the entire submission be routed to the appropriate place. See section 5.1 below.

3.9   Read-Only View

The system will provide a left nav option that enables authorized Users to view a QC review after it has been submitted as complete.

3.10   Consolidated/Unconsolidated School Groups

The system will display one financial statement record and multiple Compliance Audit records in the QC Queue for a Consolidated/Unconsolidated School Group Annual Submission

3.11   Routing of Complete Compliance Audits

As soon as a Compliance Audit record is marked "Complete" in QC then the system will immediately move that record from the QC queue to the Screener queue. This action will take place regardless of

whether the corresponding Financial Statements have been QC'd.

4. Preconditions

4.1 QC User Assigned System Role of "QC"

The User's profile was created/saved as the QC Role in the User Management Area of eZ-Audit.

5. Postconditions

5.1 Submissions Routed to Co-Team Leader Queue or Archived

5.1.1 Routed to Co-Team Leader Queue
The system routes flagged Submissions to the Co-Team Leader queue, this includes:
- Complete; no findings, flagged compliance audits
- Complete; flagged financial statements

The system routes Complete Compliance Audit submissions to Screener if findings are present. When the Financial Statements are QC'd, they will reside in a holding area until the corresponding Compliance Audit(s) has had its findings coded. Once the Compliance Audit has been through QC, then both records will be sent to the Co-Team Leader as one package.

5.1.2 Submissions are archived
The following submissions will be archived:
- Complete; non-flagged, no findings compliance audits
- Complete, non-flagged financial statements

Note: If either the Financial Statement or Compliance Audit is incomplete, the entire submission is returned to the school.

5.1.3   Financial Statements of Consolidated/Unconsolidated School Group Submissions will be Routed to a Co-Team Leader based upon the Co-Team Lead of the Locator School.

5.1.4   Compliance Audits of Consolidated/Unconsolidated School Group Submissions will be routed to the Co-Team Leader based upon the Team of each School.

5.1   If a Submission is marked as "Incomplete" by QC User
5.2.1   When an Institution User views the Institution Homepage, a "Resubmit" link for each Submission marked as "Incomplete" will appear in the left nav column.
5.2.2   The system will send an e-mail to Institution Users to notify them an Incomplete letter has been posted for each submission
5.2.3   The system will record when an "Incomplete Letter Report" is posted in the Correspondence Log.

6. Extension Points

6.1 Use Case 3 "Login to System"

Outlines eZ-Audit User's ability to sign in to the system.

6.2   Use Case 4 "Maintain User Profile"

Outlines eZ-Audit User's ability to maintain their profile.

6.3   Use Case 7 "Query"

Explains the eZ-Audit User's ability to query/search.

6.4   Use Case 8 "Reporting"

Outlines the eZ-Audit User's ability to generate reports.

6.5   Use Case 9 "Create Submission"

Describes the Institution User's ability to create and submit a submission.

6.6   Use Case 27 "Logout"

Outlines the eZ-Audit User's ability to Logout.

7.   Requirements

7.1   Release 1.01 Requirements

The system will route all incoming submissions to a "QC Queue."

The system will display a compliance audit and financial statement record for each annual submission in the QC Queue.

The system will remove a financial statement or compliance audit record from the QC queue when the User selects to submit on the QC page.

The system will provide fields to allow a QC User record the accuracy of data entry, presence of all required attachments, and proper presentation of all attachments for a financial statement.

The system will determine the submission's completeness status based on the values entered on the QC page.

The system will calculate a completeness status of "screened - incomplete" when the QC User indicates "no" to any question on the QC page.

The system will allow the QC User to edit the system-calculated completeness status.

The system will provide a QC User the option to save values entered on the QC page.

The system will provide a "Last Modified By" section on the QC page that will display the Username of each QC User who selects to save or submit.

The system will refer a flagged submission to case once QC is complete for both the compliance audit and financial statement.

The system will allow a QC User to refer a non-flagged submission to case.

The system will provide a QC User role with write access to the QC page.

The system will provide case Users the ability to view a read-only version of the completed QC page.

The system will display any previously saved values when updating/viewing the QC page for a resubmission.

The system will provide fields to allow a QC User record the accuracy of data entry, presence of all required attachments, and proper presentation of all attachments for a compliance audit.

The system will provide Financial QC Users with access to the FS worksheets to perform the ratio analysis/calculation for non-flagged statements.

7.2   Release 2.0

SCH GRP R20305 The system will route CUC School Group Submission Financial Statements to a Co-Team Lead/Case Team based on the Locator's team.

SCH GRP R20306 The system will route CUC School Group Submission Compliance Audits to Case Teams based on the team of each School

SCH GRP R20287 The system will set a CUC Group Submission to Resubmi when any of the Locator or Child records are marked "Incomplete" and after all are QC'd

INC R20196 The system will create an "Incomplete Letter Report" for each submission marked Incomplete in QC that displays the items that were recorded as incomplete/incorrect

INC R20199 The system will record when an"Incomplete Letter Report" is posted in the Correspondence Log.
INC R20201 The system will provide a Preview Page that allows the QC User to view an Incomplete Letter before it is finalized.

INC R20204 The system will provide a Printer-Friendly Version of the Incomplete Submission Letter.

INC R20206 The system will provide a field on the QC page to allow the user to indicate if any attached PDFs are not viewable.

INC R20207 The system will provide a field on the QC page to allow the QC user to enter comments that they want to display on an Incomplete Letter.

INC R20208 The sstem will display revised Listbox values for existing QC fields "Are all required documents attached?" and "Are all required attachments properly presented?"

INC R20209 The system will display "Resubmit" links to an Institution User for all Incomplete submissions regardless of submission type

INC R20210 The system will send an email to Institution users to notify them when an Incomplete Letter is posted for a submission.

SCH GRP R20337 The sysem will display one financial statement record and multiple Compliance Audit records in the QC Queue for a Consolidated/Unconsolidated School Group Annual Submission

R20338   The system will move a Compliance Audit record from the QC queue to the Screener queue as soon as the record is submitted as "Complete" in QC.

R20339   The system will forward records to the Co-Team Leader when a Financial Statement is marked "Complete" in QC and a Compliance Audit (or related Compliance Audits) are screened complete and findings are Coded (when applicable).

QC R20623 The system will permit a QC usr to submit the QC page without completing required fields on the QC form when the answer to the question "Are all attached PDFs viewable?"